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DEPARTMENT OF STATE

Washington, D.C. 20520

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November 19, 1980

MEMORANDUM FOR: NEA - Mr. Saunders

cc: EcY
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SUBJECT: Papers for the Transition Team

S/S-S PROJECT OFFICER: Mark Bellamy, x28338, Room 7241

Ambassador Neumann and members of his Transition Team have asked for issues papers from the Department. The Team's requests are based upon those issues submitted by your Bureau in respoonse to my memo of November 9. You should take a personal interest in these papers to ensure that they are concise, well-written and fully address the issues involved. We seek, of course, not only to respond fully to the Transition Team's requests, but also promptly.

The Transition Team has asked that all papers be limited to not more than three pages and strictly follow the following format: → Single spaced

-- The papers should be done on Department of State Briefing Paper. Black letterhead

-- The papers should contain the following three (and only these three) sections, clearly labeled:

1. Statement of the Issue. This section should be a short description of the issue, background, and a statement of the U.S. and other countries' perspectives. Give the team a chance to see not only the U.S. side, but also the perceptions of others.

2. A clear statement of the time constraint. The paper topics were drawn from the lists of issues which you suggested would need a decision in the first 90 days of the Reagan Administration. Why? Be specific. Is there Congressional interest? Is there a treaty commitment? Is there public interest? Is there possible impact on other bilateral issues?

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Action Required

3. What we are doing and why. Give a clear statement of current U.S. policy and our present actions. Tell the Team what we are doing about the problem or what we plan to do in the near future. Explain why we have decided to act this way. Is there a Congressional requirement? Is there a Presidential Directive? Is there an informal agreement with another country?

The papers listed on the attachment are due in S/S-S by COB Friday November 21.

for Peter Tarnoff
Executive Secretary

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